



**City of North St. Paul
Parks & Recreation Commission
Regular Meeting Agenda**

**November 17, 2021
6:30 PM**

The Parks and Recreation Commission Meeting will be conducted on **November 17, 2021** at 6:30 p.m. The meeting location is the City Council Chambers of City Hall, located at 2400 Margaret St., North St. Paul.

The Parks and Recreation Commission meeting will also be meeting by interactive TV under Minn. Stat. 13D.02. Members of the public are permitted to attend the meeting in person. However, it is encouraged to participate in the meeting remotely. Instructions can be found below.

The **November 17, 2021 Zoom meeting can be accessed via: <https://tinyurl.com/NSPparksandrec> (from a PC, Mac, tablet, iPhone or Android device) or by phone at 1-929-205-6099, meeting ID 821 4097 2224, password 362656.**

The Parks & Recreation Commission Zoom meeting will be 'open to the public' to listen in, but will be muted from contributing at all times with the exception of a Public Hearing and open to the public forum.

Please join the meeting early to test your audio and video settings. If you join via a device and your audio is not working, you may need to use the dial-in phone number option in order to be heard.

I. Call to Order

II. Roll Call

Lloyd Grachek, Chair
Laura Greenlee-Karp, Vice Chair
Larry Amsden
Heather Haas
Ingrid Koller
Sue Springborn
Nancy Thorsen
Sarah Zahradka
Arthur Alvarez, Jr.
Tim Cole, Council Liaison

STAFF

Lisa Ritchie

III. Adopt Agenda

IV. Approval of Minutes

- A. Meeting Minutes 10/27/2021

V. Meeting Open to Public

Note: This is a courtesy extended to persons wishing to address the commission who are not on the agenda. A completed public comment form should be presented to the Parks & Recreation Commission Secretary prior to the meeting; presentations will be limited to 3 minutes. This session will be limited to 15 minutes.

VI. Public Hearings

VII. Commission Business, Action Items & Recommendations

- A. Mission & Vision Statement Draft
- B. Rotary Park Signage
- C. Park Improvement Plan Updates

VIII. Old Business

IX. Reports from Staff

- A. Cathy Troendle will present the Southwood Park 2022 budget at the January Parks & Recreation Commission meeting.

X. Reports from Commissioners & Park Liaisons

XI. Adjournment

The next regularly scheduled Parks & Recreation Commission meeting is January 26, 2022.

**CITY OF NORTH ST. PAUL
PLANNING COMMISSION
REGULAR MEETING MINUTES
THURSDAY, OCTOBER 7, 2021
6:30 P.M.**

North St. Paul City Hall – Council Chambers
2400 Margaret Street

I. Call to Order

II. Roll Call

Lloyd Grachek
Laura Greenlee-Karp Larry Amsden
Heather Haas - Excused Absent
Ingrid Koller
Sue Springborn
Nancy Thorsen
Sarah Zaradka
Arthur Alvarez, Jr.
Tim Cole, Council Liaison

STAFF

Lisa Ritchie

III. Adopt Agenda

Motion to adopt the agenda with proposed change by Commissioner Green-Lee Karp, and seconded by Commissioner Zahradka, with all present voting aye (7-0). (Proposed change is the next regularly scheduled meeting is November 17, 2021 rather than January 27, 2022 as stated on the agenda.)

Motion to change the regularly scheduled November 24, 2021 meeting date to November 17, 2021 by Commissioner Zahradka, and seconded by Commissioner Thorsen, with all present voting aye (7-0).

Motion to cancel the December meeting by Commissioner Koller and seconded by Commissioner Zahradka, with all present voting aye (7-0).

IV. Approval of Minutes

September 22, 2021 Meeting Minutes - On motion by Commissioner Laura Green-Lee Karp, and seconded by Commissioner Koller, with all present voting aye (7-0).

V. Meeting Open to Public

Note: This is a courtesy extended to persons wishing to address the commission who are not on the agenda. A completed public comment form should be presented to the Parks & Recreation Commission Secretary prior to the meeting; presentations will be limited to 3 minutes. This session will be limited to 15 minutes.

Tom Sonnek, Stacy Maher and Carey Nadeau from the newly formed Arts & Culture Commission were in attendance to introduce themselves and the Art & Culture Commission, expressing their interest in collaborating with the Park & Rec Commission on future projects/events. Members of the Arts & Culture commission presented a short presentation, informing the Parks & Rec Commission of who they are and what they have identified as their Directional Statements. Their Directional Statements are as follows: Broad collaborative representation, Sustainable funding sources, Exceptional and engaging artists and ideas, Clear bylaws and procedures. As well as the breakdown of the Directional Statements and their approach. ([See file City of North Saint Paul ACC Presentation.pdf for the full presentation](#))

The ACC asked the P&R Commission: How do you think the city can benefit from the Arts & Culture Commission?

Answers:

- Community Events
- Music in the Parks
- Art Wagon
- Educational
- Public Art
- Murals
- Art Fairs/Car Show
- Art in the Parks

Sue Springborn stated “Art in the alley” in Rapid City, South Dakota is a excellent example of public art and added Seppela Blvd is a great place for the city to have something similar.

Laura Green-Lee Karp stated there is a local group “Juxtaposition” is an organization in Minneapolis that teaches education thru graffiti and teaches kids how to do graffiti, and then they install murals. Laura added she thinks graffiti has a negative connotation across the generational gap, she views graffiti as a positive public art installation whereas previously it was viewed as vandalism. Laura has seen comments on facebook indicating some do not want public art. She then posed the question to the ACC, “What do you think about that and have you thought about changing the narrative so that the town nay-sayers get behind and support the ACC?” Stacy stated, the ACC has discussed some initial projects and they want to start out with a “Homerun” rather than something non-traditional.

Although graffiti is a wonderful suggestion, the ACC hasn’t thought out how to execute something non-traditional because art is controversial sometimes. The ACC have discussed controversy and feel it should not be feared but embraced and it is a welcomed discussion. As the ACC executes projects from an artistic perspective and are excited to welcome, embrace and learn from all feedback. Lloyd Grachek stated there used to be art on the streets and would like consideration be given to Northwood hockey rink for something

similar. He would like the 2 commissions to work together. Sue Springborn stated we also have a museum that already exists and would welcome the ACC with open arms. Laura Koller mentioned she remembers going to an annual art gathering in Bemidji where artists from all over exhibit their art. She believes it would be a wonderful draw for tourists to come to downtown. She has also had a vision for the Silver Lake Splash to combine with an art exhibit in the park. Sarah stated the trail at Casey Lake is used for a Halloween event where vendors set up stations through out the trail. This is also something that could be done for an art exhibit. Lloyd inquired if the Parks & Rec commission could fund a part-time position this summer to hire someone to run the craft wagon in our parks. Dan Wineck (City Finance Director) stated it definitely could be an option.

Tom asked the second question, "What is your advice for a new commission just getting started?"

Answers:

- Start small & start safe (non-controversial)
- Don't limit art to visual art only
- Create a 1, 3 and 5 year road map
- If ACC plans on using a park facility, reserve as soon as possible.
- Collaborate with Parks & Rec to present to Council
- Consider an art contest/art exhibit

In summary, the Park & Rec commission is very open to and excited about collaborating with the Arts & Culture commission.

VI. Public Hearings

No one from the public was in attendance.

VII. Update from Financial Director

Dan Winek, City Finance Director, was present to review the Park & Rec financials. His handouts included:

- MN Statutes 2020, citing current regulations for use of Park Dedication funds. Sarah Zarahdka asked if the funds could be used to purchase land and Dan confirmed they could.
- Park Dedication Fund Balance sheet
- Park Fund Balance sheet

VIII. Commission Business, Action Items & Recommendations

A. Boards & Commissions Ordinance Refresher

Lisa Ritchie updated the commissioners on the attendance requirements. Per North Saint Paul Code of Ordinance; **32.12 ATTENDANCE REQUIREMENTS.**

(A) *Purpose.* To assist boards and commissions in fulfilling their purposes and duties and to ensure that they are not prevented from doing so by the repeated absence of their members, the Council hereby establishes an attendance policy for members serving on boards and commissions.

(B) *Attendance.* Duly appointed members of boards and commissions shall be required to attend no less than half the official meetings of the board or commission held within a given calendar year unless specifically excused by the Chair of such board or commission and said excused absences noted in the minutes. Failure to attend no less than half of the official meetings within a given calendar year, without excuse of the Chairperson, shall be considered as formal notice of resignation from said board or commission. In addition, failure to attend four- consecutive regular meetings without excuse of the Chairperson, shall be considered as formal notice of resignation from said board or commission.

(C) *Exceptions.* The requirements of this subsection shall not apply to attendance at special meetings, or of meetings of committees or subcommittees, including committees of the whole, established by a board or commission pursuant to § [32.07](#) Committees and Subcommittees.

(D) *Annual review.* The Council shall conduct an annual review of the attendance of members of boards and commissions established by the Council.

(E) *Vacancies.* The successor to any member of a board or commission who has been removed pursuant to this subsection shall be appointed pursuant to § [32.06](#) Appointment and Terms.

(Ord. 737, passed 6-16-2015)

The Park and Rec Commission would like to discuss at the January 2022 commission meeting.

IX. Old Business

- A. Southwood Park Budget – Per the commission, Cathy Troendle will need to present (in person) the proposed 2022 budget to the Park & Rec commission.
- B. Southwood Park Fee-For-Service work order between Southwood Nature Preserve and Conservation Corps Minnesota & Iowa. This is a contract that is already in the works and was signed appropriately by all required. This will come out of the Southwood Park 2021 budget.
- C. Rotary Park Signs - Tabled

X. Reports from Staff

- A. Approved Park Policy & Fees – Lisa stated the proposed Park Policy & Fees were approved by council with the following change: Deposit can be collected on line by credit card and also, deposit will not be returned if the party does not abide by all rules. An additional \$50.00 charge has been added to the fee schedule for additional tours.
- B. Park & Recreation Budget Spending – This was tabled by City Council.

XI. Reports from Commissioners & Park Liaisons

None

XII. Adjournment



NORTH ST. PAUL

extraordinary.

City of North St Paul Parks and Recreation Commission

Rough Draft Mission and Vision

Last Update: October 28, 2021 at 11 am

Mission:

The North St Paul Park and Recreation Commission acts in an advisory capacity to the Mayor, City Council, and other agencies and organizations to sustain park lands, preserve natural resources, provide places for all people to gather, play, and engage in activities that spark joy, promote health, well-being, community, and environmental stewardship.

Promise to the Community

As citizens and customers you deserve the best possible service, programs, and facilities. We, the North St Paul Parks and Recreation Commission, promise to do everything possible to cheerfully and respectfully serve you by providing clean, safe facilities; enjoyable, safe programs; and timely and effective services, which includes, listening and responding to your suggestions and concerns.

Vision Overview

- Enhance and expand the parks, trails and open space system to ensure that all have access to quality community facilities.
- Protect and enhance the lakes, wetlands, woods and wildlife and promote actions, practices and developments which will sustain the environment. Become more resilient to climate change through climate change mitigation and adaptation
- Promote community stewardship through an involved and informed citizenry
- Achieve a functional, aesthetic and balanced system which includes pedestrian friendly sidewalks and trails, local streets, collectors, arterials, a freeway and transit.

Vision in Detail:

In the development of the 2040 Comprehensive Plan for the City of North St Paul feedback was solicited through various methods, common themes emerged from the engagement effort. The common themes regarding parks and recreation were used to shape the goals below.

1. Preserve and invest in existing recreational spaces, parks, and lakes.
2. Parks, open spaces and trails draw people to neighborhoods. Parks should include quality community spaces while bike infrastructure and racks should be increased to spur an increase in trail usage.
3. Sidewalks need to be more prevalent and connected to each other. Walking trails around the parks and lakes is a great idea.
4. Key destinations within the City, like schools, churches, parks and the downtown should be connected with sidewalks or trails. That includes creating connections from the Gateway Trail.
5. A park or activity space is needed downtown.
6. The City should be more walkable. Overall the City should focus on creating better walking and biking connections between destinations; there are too many places where sidewalks end abruptly.

7. Water quality (including Silver Lake), keeping the water source local and encouraging solar energy are important sustainability priorities.

From these themes the City of North St Paul created goals specific to parks-open space-trails, and resilience-and-the-environment, community engagement, and transportation that will inform the leadership of the Parks and Recreation commission. North St. Paul is committed to building on its strengths and identifying areas with more room for growth. When making decisions, North St. Paul Park Commissioners will ask if the option chosen furthers at least one, if not several, of the goals below, while not damaging the others.

<u>Parks, Open Space and Trails:</u>		
Goal	Questions	Measures
Enhance and expand the parks, trails and open space system to ensure that all have access to quality community facilities.	- Will this action preserve important natural features? - Will this action connect existing parks and open spaces? - Does this action improve or preserve access to North St. Paul's parks and open spaces?	- Usage of parks and trails by community members of all ages, income levels, abilities, races and national origins - Number of new parks created - Amount of open space and trail in the Highway 36 Corridor - Establishment of new trails connect schools, parks, commercial areas and downtown - Connections to the Gateway Trail - Number of facilities in compliance with ADA requirements

<u>Resilience and the Environment:</u>		
Goal	Questions	Measures
Protect and enhance the lakes, wetlands, woods and wildlife and promote actions, practices and developments which will sustain the environment. Become more resilient to climate change through climate change mitigation and adaptation.	- Does this action preserve significant natural resources or habitats? - Will this action reward or encourage alternative energy? - Will this action improve or preserve surface water quality? - Does this action help protect North St. Paul residents against the effects of climate change?	- City solar and wind energy capacity - Measurements of pollutants in natural drainageways - City recycling rate - Percentage of total impervious surface in the City Trends in greenhouse gas emissions Implementation of an emergency preparedness plan for severe weather events including prolonged heat waves, with particular attention to vulnerable populations.

<u>Community engagement & communication:</u>		
Goal	Questions	Measures
Promote community stewardship through an involved and informed	Does this action help communicate with everyone	Number and diversity of attendees at City and community events to improve

citizenry	in the community? Were all members of the community told about deliberation of this action in an accessible way? • How will the results of this action be shared with the community in an accessible way? • Is communication infrastructure maintained and enhanced? • Is the City maintaining relationships to communicate to groups throughout the City?	interaction with the community. • Continued change in demographics of the community, supporting and enhancing cultural differences. • Integration of cultural diversity into community events • Increase in the quality and accessibility of information made available to the community. • Community awards programs and volunteer appreciation events. • Number of community-based educational programs for youth, students and adults • Citizen feedback regarding level and quality of services delivered
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<u>Transportation:</u>		
Goal	Questions	Measures
Achieve a functional, aesthetic and balanced system which includes pedestrian friendly sidewalks and trails, local streets, collectors, arterials, a freeway and transit.	• Does this action increase non-motorized connections? • Will this action make key destinations more accessible for residents and visitors? • Will this action increase transportation options for those who live, work, visit or do business in North St. Paul? • Does this action enhance the walkability of the City?	• Reduction in sidewalk gaps throughout the city • Incorporation of pedestrian and bicycle amenities in street reconstruction projects • Measurement of stormwater runoff rate from roads and yards • Transit ridership statistics for trips originating or ending in North St. Paul • Number of upgraded transit shelters constructed • Commute mode share for trips originating or ending in North St. Paul • New connections to the Gateway Trail • Increase in ADA compliant pedestrian routes